

DEPARTMENT OF CULTURAL RESOURCES
DIVISION OF ARCHIVES AND HISTORY
ARCHIVES AND RECORDS SECTION
ADMINISTRATION

PROGRAM RECORDS RETENTION AND DISPOSITION SCHEDULE

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

ADMINISTRATION


do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.

The

ADMINISTRATION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.


APPROVAL RECOMMENDED



Dr. Jeffrey Crow, Chief Records Officer
Department of Cultural Resources




Catherine Morris, State Archivist
Archives and Records Section



David Brook, Director
Division of Historical Resources

APPROVED



Lisbeth C. Evans, Secretary
Department of Cultural Resources

February 27, 2004

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Item 3460. GRANTS FILE. Records concerning the administration of various historical grants by section. File includes applications for grants, correspondence, reviews and comments, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 5 years after termination of grant or when released from all audits, whichever occurs later.

Item 3989. SECTION ADMINISTRATIVE FILE. Records concerning the administration of Archives and Records Section. File includes correspondence, branch reports, budget information, project plans, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 3 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 23575. GENEALOGICAL RESEARCHER APPLICATIONS FILE. Records concerning the section's inclusion or removal of individuals from the list of researchers willing to undertake private research for a fee in accordance with the Administrative Procedures Act. File includes applications, correspondence, letters of recommendation, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after name is removed from certification.

Item 28338. MICROFILM EQUIPMENT REQUISITIONS FILE. Requests for comment on and/or approval of orders for microfilm equipment from the Purchase and Contract Division of the Department of Administration. File includes correspondence and memorandums.

DISPOSITION INSTRUCTIONS: Function and records transferred to Local Records Unit.

Item 47240. STATE HISTORICAL RECORDS ADVISORY BOARD (SHRAB) FILE. Records concerning the State Historical Records Advisory Board. File includes correspondence, meeting agendas and minutes, applications for grants by the SHRAB, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 47241. STATE HISTORICAL RECORDS ADVISORY BOARD (SHRAB) MINUTES FILE. Minutes from the meetings of the State Historical Records Advisory Board.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.